B50 - LEAVE BENEFIT TRANSACTION ENTRY

TRANSACTION	CODE	Complete fields as indicated: (X = required, -- = blank)			
		AMOUNT	SSN	LB	TIMEBANK
Use	01	X	--	--	--
Use – A/R	AR	X	--	--	--
Use – Continuous Hours Worked	CH	X	--	--	--
Use – Disaster Relief Volunteer	DR	X	--	--	--
Use - Extended Bereavement Leave	BL	X	--	--	--
Use - Family	02	X	--	--	--
Use - Family Sick (AB109)	72	X	--	--	--
Use - Family Activity	FA	X	--	--	--
Use - Family Crisis	FC	X	--	--	--
Use - FMLA	FM	X	--	--	--
Use - Fiscal Year	FY	X	--	--	--
Use - In Lieu of Sick Leave	04	X	--	--	--
Use - In Lieu of Excess Hours	IE	X	--	--	--
Use - In Lieu of Family Sick Leave	71	X	--	--	--
Use - Family School Partnership	70	X	--	--	--
Use - Mentor Matching	81	X	--	--	--
Earn	05	X	--	--	--
Earn - Straight CTO	06	X	--	--	--
Earn - Premium CTO	07	X	--	--	--
Earn - FLSA Premium CTO	08	X	--	--	--
Earn - In Lieu of PH	09	X	--	--	--
Earn - In Lieu of SH	12	X	--	--	--
Accrual [1]	10	$\underline{H}$	--	--	--
Bonus [1]	28	$\underline{H}$	--	--	--
Begin Balance - Accrued & Earned Benefits	24	X	--	--	--
Begin Balance - Regular CTO	25	X	--	--	--
Begin Balance - FLSA Premium CTO	26	X	--	--	--
Begin Total - Usage Only Benefits	27	X	--	--	--
Buy Back	34	X	--	--	--
Cancel	35	X	--	--	--
Cash Out	36	X	--	--	--
Lump Sum	37	$\underline{H}$	--	--	--
Transfer To EE (Key for employee who is giving time)	44	X	+	+	--
Transfer From EE (Key for ee who is receiving time)	45	X	++	++	--
Transfer To LB (Key for benefit giving time)	46	X	--	X	--
Transfer From LB (Key for benefit receiving time)	47	X	--	X	--
Transfer to Release Time Bank (Union)	48	X	--	--	X(CBID)
Disability Waiting Period	DW	X	--	--	--
Pending IDL	PI	X	--	--	--
Pending TD	PT	X	--	--	--
Pending LC4800	PL	X	--	--	--
Restore Hours - IDL	RI	X	--	--	--
Restore Hours – NDI/SDI	RN	X	--	--	--
Restore Hours - TD	RT	X	--	--	--
Restore Hours - LC4800	RL	X	--	--	--
Supplementation - IDL	SI	X	--	--	--
Supplementation – NDI/SDI	SN	X	--	--	--
Supplementation -TD	ST	X	--	--	--
Adjust - Credit (DO NOT use unless instructed by SCO.)	14	X	--	--	--
Adjust - Debit (DO NOT use unless instructed by SCO.)	15	X	--	--	--
Work	90	X	--	--	--
Work Adjust	91	X	--	--	--

1   If employee is serving a waiting period for VA or Educational Leave post the credit using the bonus trans code (28).

$\underline{H}$ If employee is <u>not</u> on a waiting period, post the credit using the accrual transaction code (10).
     amount is system generated

+   enter SSN and benefit of receiving employee

++   enter SSN and benefit of donating employee

S50 - STATE SERVICE TRANSACTION ENTRY

On the S50-SS Transaction Entry screen, complete fields as indicated:

TRANSACTION	TRANS CODE	TIME WORKED DYS	TIME WORKED HRS	FRACT MO	SS CREDIT
Beginning Balance used for: *(BEGIN BAL)* ● Employee new to LAS ● Employee returning to CLAS after a period of ineligibility	BB	N/A	**	- Erase/EREOF if data is displayed - ENTER carryover fractional amount <u>or</u> - leave blank if zero	- Erase/EREOF if data is displayed - ENTER total State Service (ENTER 0 for a zero balance)
Full Time Accrual *(SS CREDIT)*	CR	N/A N/A		N/A *	N/A *
Fractional Month Accrual *(FRACT MONTH)*	FM	N/A N/A		N/A *	N/A *
Non-Qualifying Leave Period *(NQLP)*	NQ	N/A N/A		N/A *	N/A *
Hours Worked - (roll code 3) Hourly, Monthly Intermittent *(HOURS WORKED)* ● Hours worked toward State Service credit	HW	N/A	X	N/A	N/A
Adjustment (roll code 3) + *(ADJ - HOURS)* ● Adjustment of hours worked due to a timebase change involving a hourly, monthly intermittent position	TH	N/A	X	N/A	N/A
Hours Worked, 1st half(roll 4) Hourly, Semi-Monthly Intermittent *(HRS WORK 1st)* ● Hours worked 1st half toward a State Service credit	H1	N/A	X	N/A	N/A
Hours Worked, 2nd half (roll 4) Hourly, Semi-Monthly Intermittent *(HRS WORK 2nd)* ● Hours worked 2nd half toward a State Service credit	H2	N/A	X	N/A	N/A
Adjustment (roll 4)+*(ADJ - INT)* ● Adjustment of hours worked due to a timebase change involving a hourly, semi-monthly intermittent position	BH	N/A	X	N/A	N/A

*   Data required in these fields will be system generated.

**   Enter carryover hours for positive paid, monthly (roll code 3) and positive paid, semi-monthly (roll code 4) employees.

\+   When keying this transaction, always select intermittent EPH from the POSITION SELECTION screen.

LEAVE BENEFITS - CIVIL SERVICE

LEAVE BENEFIT	BENEFIT TYPE	ID	RATE OF MEASURE
Activist Release Time Bank	usage only	AR	hours
Administrative Time Off	usage only	AT	hours
Annual Leave	accrued	AL	hours
Bereavement Leave	usage only	BL	hours
Compensating Time Off	earned	CT	hours
Continuing Medical Education	usage only	CM	hours
Dock	usage only	DK	hours
Educational Leave	accrued	EL	hours
Emergency Military Leave (Days)	usage only	EM	days
Emergency Military Leave (Hours)	usage only	HE	hours
Excess Hours	earned	EX	hours
Family Medical Leave Act	usage only	FM	hours
Furlough Hours	earned	FH	hours
Holiday Credit	earned	HC	hours
Holiday Informal Time Off	earned	HI	hours
Jury Duty	usage only	JD	hours
Medical Officer of the Day	earned	MO	hours
Mentor Leave	usage only	MN	hours
Military Leave (Days)	usage only	ML	days
Military Leave (Hours)	usage only	MH	hours
Official Union Business	usage only	UB	hours
On Call Assignment	earned	OC	hours
Paid Educational Leave	usage only	PE	hours
PARR - Lawsuit Settlement	earned	PA	hours
Personal Day	accrued	PD	hours
Personal Holiday	accrued	PH	units
2003 PLP/Personal Leave Day	earned	LD	hours
Personal Leave Program (1992)	earned	PL	hours
Personal Leave Time	earned	LT	hours
Probationary Hours	usage only	HP	hours
Professional Leave	earned	PR	hours
Professional Trng/Development	usage only	PT	hours
Seniority Points	usage only	SP	hours
Sick Leave	accrued	SL	hours
Subpoenaed Witness	usage only	SW	hours
Survivor Benefit Donation	usage only	SB	hours
TAU-Days Limit	usage only	DL	days
Union Conference/Training	usage only	UC	hours
Union Paid Leave	usage only	UL	hours
Union Time Off	usage only	UT	hours
Vacation	accrued	VA	hours
Vacation Bank	earned	VB	hours
Voluntary PLP	earned	PV	hours
V – Time	earned	VT	hours

*DO NOT use unless instructed by SCO.

VALID LEAVE BENEFIT TRANSACTIONS

ID	TRANSACTION CODES
AC	27 35 68 90 91
AL	01 04 10 14 15 24 34 35 36 37 44 45 46 47 48 70 71 72 81 AR BL DR DW FA FC FM IE PI PL PT RI RL RT RN SI SN ST
AR	01 27 35
AT	01 14 15 27 CH DR
AY	27 35 68 90 91
BL	01 14 15 27 FY
CM	01 14 15 27
CT	01 04 06 07 08 14 15 25 26 35 36 37 44 47 48 70 71 72 81 AR BL DR DW FA FC FM IE PI PL PT RI RL RN RT SI SN ST
DK	01 27
DL	27 68 90 91
EL	01 10 14 15 24 28 35
EM	01 14 15 27
EH*	01 04 05 14 15 24 36 37 44 70 71 72 AR DW FM PI RI RL RN RT SI SN ST
EX	01 04 05 14 15 24 36 37 44 48 70 71 72 81 AR BL DW FA FC FM PI PL PT RI RL RN RT SI SN ST
FM	01 14 15 27
FH	01 05 24
HC	01 04 05 09 12 14 15 24 34 36 37 44 47 48 70 71 72 81 AR BL DW FA FC FM IE PI PL PT RI RL RN RT SI SN ST
HD	27 35 68 90 91
HE	01 14 15 27
HI	01 04 05 14 15 24 35 70 71 72 81 BL DW FA FC FM IE PI PL PT PI RL RN RT SI SN ST
HP	27 35 68 90 91
JD	01 14 15 27
LD	01 04 05 14 15 24 34 36 37 44 48 70 71 72 81 AR BL DW FA FC FM IE PI PL PT RI RL RN RT SI SN ST
LT	01 04 05 14 15 24 34 36 37 44 48 71 FM IE PI RI SI ST
MA	27 35 47 68 90 91
MH	01 14 15 27
MN	01 14 15 27
ML	01 14 15 27
MO	01 04 05 14 15 24 36 37 44 71 IE SN ST
MX	27 68 90 91
OC	01 04 05 14 15 24 35 36 37 44 71 72 FC FM RI RN SN ST
PA	01 04 05 14 15 24 34 36 37 44 48 70 71 72 81 AR BL FA FC FM IE PI PL RI RT SI SN ST
PD	01 04 10 14 15 24 35 44 45 71 FC FM IE PI RI SI ST
PE	01 14 15 27
PH	01 04 10 14 15 24 34 35 36 37 44 46 47 48 70 71 72 81 AR BL DW PI PL PT RI RL RN RT SI SN ST
PL	01 04 05 14 15 24 34 36 37 44 48 70 71 72 81 AR BL DW FA FC FM IE PI PL PT RI RL RN RT SI SN ST
PR	01 04 05 14 15 24 35 37 71 BL IE PI RI SN ST
PT	01 14 15 27 FA FC

ID	TRANSACTION CODES
PV	01 04 05 14 15 24 36 37 44 48 70 71 72 81 AR DW FM IE PI PL RI RN RT SI SL SN ST
RT	27 35 68 90 91
SA	27 35 46 68 90 91
SB	01 27
SL	01 02 10 14 15 24 37 44 45 47 72 BL DW FC FM PI PL PT RI RL RN RT SI SN ST
SP	05 27
SW	01 15 27
UB	01 14 15 27
UC	01 14 15 27
UL	01 14 15 27
UT	01 14 15 27
VA	01 04 10 14 15 24 28 34 35 36 37 44 45 46 47 48 70 71 72 81 AR BL DR DW FA FC FM IE PI PL PT RI RL RN RT SI SN ST
VB	01 04 05 14 15 24 46 71 81 FM IE PI RI SI ST
VT	01 04 05 14 15 24 36 46 71 IE RI SN ST
WP	27 35 68 90 91

[*]DO NOT use unless instructed by SCO.

Civil Service/Exempt

UPDATE				INQUIRY			
SCREEN NAME/ FUNCTION	**ACTION CODE**	**LB ID**	**LV PRD**	**SCREEN NAME/ FUNCTION**	**ACTION CODE**	**LB ID**	**LV PRD**
LB TRANSACTION ENTRY Post leave benefit transactions.	**B50**	**X**	**X**	LB INQUIRY[1] Displays <u>current</u> information for state service and leave benefit balances.	**B10**	**N/A**	**N/A**
LB VOID TRANSACTION ENTRY Void previously posted transactions for the leave benefit.	**B52**	**X**	*	LB DETAIL INQUIRY Displays <u>current</u> information for one benefit including: * Establishment Period * Accrual Rate * Balance	**B12**	**X**	**N/A**
LB ADD Establish accrued type benefits that are new for the employee.	**B66**	**X**	**N/A**	LB HISTORY SUMMARY CTO HISTORY SUMMARY Displays the balance, use, credit & misc. transfer history of the requested leave benefit.	**B14**	**X**	*
LB ESTABLISHMENT PRD MAINT Add, modify, or delete establishment periods for an accrued benefit.	**B68**	**X**	**N/A**	LB TRANSACTION HISTORY INQUIRY Displays the transaction description history of the requested leave benefit.	**B16**	**X**	*
WAITING PERIOD MAINT Add, modify or delete a waiting period for an accrued benefit.	**B74**	**X**	**N/A**	LB CHARACTERISTICS HISTORY INQUIRY History of Establishment Periods, Waiting Periods, Non-Standard Rates, and Vacation 10 month for one benefit.	**B18**	**X**	**N/A**
NON-STANDARD RATE MAINT Add, modify, or delete a Non-Standard Rate for an accrued benefit.	**B70**	**X**	**N/A**	LB LIST Displays all leave benefits ever established or created on the system for an employee.	**B20**	**N/A**	**N/A**
VAC 10-MONTH MAINT Add, modify, or delete the Vacation 10 Month. (Department of Education Only)	**B76**	**X**	**N/A**				

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*   If blank, all history will display beginning with oldest leave period.
X   Required.
1   Accrued benefits will display if establishment period is "active" (i.e., Establishment Period END LV PRD equals 99/99). Earned and Usage Only benefits display if balance/total is greater than zero.

STATE SERVICE SCREENS
Civil Service/Exempt

UPDATE				INQUIRY			
SCREEN NAME/ FUNCTION	**ACTION CODE**	**LB ID**	**LV PRD**	**SCREEN NAME/ FUNCTION**	**ACTION CODE**	**LB ID**	**LV PRD**
SS TRANSACTION ENTRY Update State Service transactions.	**S50**	**N/A**	**X**	SS HISTORY SUMMARY INQUIRY Displays the history of state service activity & balances.	**S14**	**N/A**	*
SS VOID TRANSACTION ENTRY Void previously posted state service transactions.	**S52**	N/A	*	SS TRANSACTION HISTORY INQUIRY Displays State Service transaction description history.	**S16**	**N/A**	*
* If blank, all history will display beginning with oldest leave period. **X** Required.							

MISCELLANEOUS SCREENS
Civil Service/Exempt

UPDATE				INQUIRY			
SCREEN NAME/ FUNCTION	**ACTION CODE**	**LB ID**	**LV PRD**	**SCREEN NAME/ FUNCTION**	**ACTION CODE**	**LB ID**	**LV PRD**
LV SYSTEM ELIGIBILITY MAINT Designate eligibility: LSE - Leave System Eligible NLSE - Not Leave System Eligible	**P62**	**N/A**	**N/A**	EMPLOYEE POSITION HISTORY INQUIRY Lists all EPH records.	**P18**	**N/A**	**N/A**
LB NON-ACCRUAL MAINT - Used to designate non-work status for 9/12, 10/12 and 11/12 employees. - Identifies Non-Payroll Status for 340/341 PAR transactions. - Identifies non-accrual months for temporary separations.	**P64**	**N/A**	**N/A**				

BENEFIT DESCRIPTIONS

***NOTE: For determination of Leave Rules refer to the Government Codes, DPA
Laws and Rules, Bargaining Unit Contracts and the University and
College Administrative Manual.***

BENEFIT	TYPE	ID	DESCRIPTION
Activist Release Time Bank	Usage Only	AR	A Release Time Bank is an account into which employees may contribute or withdraw leave credits. The hours contributed are used by designated union representatives to conduct official union business. A department can also make contributions into a Release Time Bank.
Administrative Time Off	Usage Only	AT	Used when no statutory authority exists to grant a paid leave of absence. Can also be used to track time for other miscellaneous benefits such as organ and bone marrow donors.
Annual Leave	Accrued	AL	The Annual Leave benefit is in lieu of vacation and sick leave benefits. Annual Leave is an accrued benefit which provides time off with pay at the employee's discretion, with departmental approval.
Bereavement Leave	Usage Only	BL	Authorized leave with pay due to the death of a family member or other person residing in the employee's household at the time of death.
Compensating Time Off	Earned	CT	Paid time off in lieu of cash compensation for authorized time worked in excess of the regularly scheduled workweek (i.e., overtime, travel, etc.)

BENEFIT	TYPE	ID	DESCRIPTION
Continuing Medical Educ.	Usage Only	CM	Time authorized without loss of compensation to attend in-state and/or out-of-state training or continuing education courses to meet professional licensure requirements.
Dock	Usage Only	DK	Used to track time off without pay.
Educational Leave	Accrued	EL	An accrued benefit which provides eligible employees time off with pay to attend schools, colleges, universities, or programs for further instruction in subjects related to work assignment and/or achievement of department goals.
Emergency Military Leave	Usage Only	EM/HE	Emergency leave required to fulfill ordered military duty as an active member of the armed forces of the United States, National Guard or Naval Militia, and for exempt employees, the Reserve Corp.
Excess Hours	Earned	EX/EH	Hours accumulated as a result of an employee working more days or hours in a leave period than that required of normal shift employees. The additional days or hours are due to an employee working other than Monday through Friday work schedule or, for example, a workweek of other than five 8-hour days (e.g., four 10-hour days). Any additional hours worked in a leave period are credited, on an hour for hour basis, as excess hours.

BENEFIT	TYPE	ID	DESCRIPTION
Family Medical Leave Act	Usage Only	FM	FMLA leave may include an employee's serious health condition, for the care of a child, spouse, or parent who has a serious health condition, and/or for the birth or adoption of a child.
Furlough Hours	Earned	FH	Track time earned in the 2009/2010 furlough program in lieu of pay. Time can be used in same pay period earned.
Holiday Credit	Earned	HC	Time off with pay, either earned by an employee working on a holiday or compensation provided to an employee for a holiday falling on a regular day off.
Holiday Informal Time Off	Earned	HI	Time off granted by the Governor for special circumstances (i.e. Holiday Season).
Jury Duty	Usage Only	JD	Time off without loss of compensation for Jury Duty reasons.
Medical Officer of the Day	Earned	MO	Earned by working the MOD shift. MOD assignment is defined as a work shift of fifteen (15) continuous hours or more which is performed in addition to the employees' regularly scheduled workweek.
Mentor Leave	Usage Only	MN	"Mentoring leave" is paid leave time, used by an employee to mentor. Eligible employees receive a set number of hours of "mentoring leave" per calendar year to participate in mentoring activities once they have used an equal amount of their personal time for these activities.

BENEFIT	TYPE	ID	DESCRIPTION
Military Leave	Usage Only	ML	Temporary or indefinite leave required to fulfill ordered military duty as an active member of the armed forces of the United States, National Guard or Naval Militia, and for exempt employees, the Reserve Corp.
Official Union Business	Usage Only	UB	Used to track time off in relation to official union business for Employees in certain Collective Bargaining Units.
On Call Assignment	Earned	OC	On-call assignment is defined as a work-shift of seven (7) consecutive days in which the employee is: (1) available by telephone or electronic paging device at all times; and (2) normally immediately available to return to the facility. On-call assignment shall be in addition to the employee's normal work schedule.
Paid Educational Leave	Usage Only	PE	Certain employees are entitled to a number of hours of educational leave on State time per fiscal year to be used at the employee's discretion subject to operational needs and reasonable advance notice. This leave is noncumulative.
PARR - Lawsuit Settlement	Earned	PA	Employees who were adversely impacted by the issuance of registered warrants in 1992 and, who met the settlement criteria, were entitled to receive leave credits based on the PARR Settlement.
Personal Day	Accrued	PD	Used by Special Schools of the Department of Education. Personal Day is a benefit that provides for up to two (2) days off with pay which is available for use during an academic year.

BENEFIT	TYPE	ID	DESCRIPTION
Personal Holiday	Accrued	PH	A paid day off credited to employees at a specified time for use during the fiscal or calendar year.
Personal Leave Program 2003	Earned	LD	Leave earned in lieu of pay increase. Available for use on the first day of the following pay period.
Personal Leave Program	Earned	PL	Leave earned in lieu of pay. Employees subject to PLP shall be credited with the appropriate number of hours of Personal Leave on the first day of the following monthly pay period
Personal Leave Time	Earned	LT	Used by the Dept. of Youth Authority to track hours granted under the Settlement Agreement and release for U.S. District Court case #CIV-S-94-0153 EJG-GGH, Moore vs. State of California.
Probationary Hours	Usage Only	HP	Used to track intermittent hours for probationary periods.
Professional Leave	Earned	PR	A paid day off credited to employees in lieu of reimbursement for bar dues.
Professional Training/Development	Usage Only	PT	Specific employees are entitled to a number of days of Professional Training per fiscal. Professional education is designed to increase an employee's professional growth and job-related development; to maintain or obtain required professional licensure, certification or registration; to maintain good standing for chaplains; or to increase an employee's job proficiency.

BENEFIT	TYPE	ID	DESCRIPTION
Seniority Points	Usage Only	SP	Used to track seniority for purposes of layoff, transfer in lieu of layoff, and demotion in lieu of layoff.
Sick Leave	Accrued	SL	An accrued benefit which provides time off with pay due to illness, injury, to care for ill or injured family members, death of a family member, dental, eye or other physical or medical examination or treatment by a licensed practitioner.
Subpoenaed Witness	Usage Only	SW	Used to track usage for testimonies at arbitration's, State Personnel Board (SPB), Public Employment Relations Board (PERB), or Legislative hearings.
Survivor Benefit Donation	Usage Only	SB	Used to track leave donated to the leave bank of a deceased employee.
TAU - Days Limit	Usage Only	DL	Used to track intermittent hours toward the 194-day maximum.
Union Conference/Training	Usage Only	UC	Used to track time when employees are attending union conferences or training.
Union Paid Leave	Usage Only	UL	Used to track time used by employees and paid for by the union.
Union Time Off	Usage Only	UT	Authorized Leave with pay, without loss of compensation, for designated union representatives for representational purposes.
Vacation	Accrued	VA	An accrued benefit which provides time off with pay for use at the employee's discretion, with management approval.
Vacation Bank	Earned	VB	For use by Department of Education, Special Schools. Employees electing the Vacation 10-month plan receive a Vacation Bank at the beginning of each school year.

BENEFIT	TYPE	ID	DESCRIPTION
Voluntary Personal Leave	Earned	PV	Voluntary leave earned in lieu of pay. Employees subject to Voluntary Personal Leave shall be credited with the appropriate number of hours of Voluntary Personal Leave on the first day of the following monthly pay period
V-Time	Earned	VT	Voluntary Time Income Trade-off (V-Time) is a version of Supplemental Time off or is a short term voluntary time base reduction in which an employee trades a percentage of their income for an equivalent number of days or hours off for 6-month or 12-month period.

NLSE - Not Leave System Eligible
Civil Service

Definition

NLSE designations are keyed on CLAS for employees who, due to special circumstances, should not be included on the system.

EXAMPLE: Employee is in multiple/additional positions (multiple Position Sequences) and both positions are subject to State Service and Leave Benefits. CLAS can only process State Service and Leave Benefits for one Position Sequence; therefore, the employee can not be maintained on CLAS.

How to Key NLSE

To designate an employee NLSE use the P62 - Leave System Eligibility Maintenance screen.

Impact of NLSE

When an employee is designated NLSE, **all** PAR transactions will be ignored by CLAS until a "LSE" designation transaction is keyed on the P62 - Leave Eligibility Maintenance screen.

TRACK & FLAG PAR'S FOR EMPLOYEES DESIGNATED NLSE

CLAS ignores **all** PAR transactions processed for ee's designated NLSE. Because the system will not automatically determine eligibility for an employee designated NLSE, Turnaround PAR's should be tracked and flagged to insure that they are reviewed for leave system eligibility each time a PAR trans is documented.

How to Flag

To flag the PAR, note in large RED letters "NLSE" at the top left corner of the PAR.

How to Track

Each time you prepare a PAR for an employee that has been designated NLSE, you must determine if the PAR will change the status of the employee to leave system eligible.

When documenting a PAR that is flagged "NLSE", review the employee's PAR transaction for CLAS eligibility:

- If the employee's circumstances do not change and he/she remains ineligible, flag the new Turnaround PAR.
- If the PAR transaction will change the employee's circumstances to eligible on CLAS, key a "LSE" designation on the P62 - Leave System Eligibility Maintenance and refer to Workbook procedures in the Processes section regarding Continuing or Previously on CLAS "PAR/PPT Transaction Within Your Dept./Campus - Previously Or Continuing On CLAS".

ACCESSING THE LEAVE MESSAGE SYSTEM (LMS)

Accessing LMS (can only be accessed from the Main Menu)

To access the Leave Message System, key "MSG" in the ACTN field.
See example below:

ACTN: **MSG**   SSN ___ __ ____   LB __ LV PRD ____

Press the **ENTER** key. The <u>Leave Message Agency/Reporting Unit Selection</u> screen will display.

Accessing the Batch Message Inquiry screen

1) From the <u>Leave Accounting Agency/Reporting Unit Selection</u> screen:
   Key an **X** on the left next to the desired agy/unit.

<div align="center">

OR

</div>

   Key in the desired agy/unit numbers in the AGY/UNIT field at the bottom of the screen.

   Press the **ENTER** key. The <u>Leave Message Batch Selection</u> screen will display.

2) From the <u>Leave Message Batch Selection</u> screen:

   Key an **X** on the desired batch of messages.

   Press the **ENTER** key. The <u>Batch Message Inquiry</u> screen will display.

Accessing the Employee Message Inquiry screen

The <u>Employee Message Inquiry</u> screen can be accessed from any of the LMS screens.

Key the desired employee's Social Security Number in the SSN field.

Press the **ENTER** key. The <u>Employee Message Inquiry</u> screen will display.

Screen Movement

To move from one LMS screen to another:

  To access the <u>Employee Message Inquiry</u>, key a Social Security Number in the SSN field, then press the ENTER key.

  To access the <u>Leave Accounting Batch Selection</u>, key an agy/unit in the AGY/UNIT field, then press the ENTER key.

  Press one of the PF keys indicated at the bottom of the screen.

PURGING MESSAGES

Messages can be purged by modifying the purge date using the "Leave Batch Purge Date Modification" screen.

Purging a batch of messages or changing the purge date

1) From the Leave Message Batch Selection screen:

   ♦ Key an **X** on the left next to the desired batch of messages.
   ♦ Press the **PF2** key. The Leave Batch Purge Date Modification screen will display.

   _____

Leave Batch Purge Date Modification Screen

   To modify a "Purge Date":

   ♦ Key an **X** next to the Purge Date to be modified. Press the **ENTER** key.
   ♦ Type the new purge date over existing date. Press the **ENTER** key.

   The screen will reappear displaying the new date. The transaction will reject if the modified purge date is prior to the entry date or greater than 30 days from the date the screen is accessed.

   NOTE: The batch will be purged Close of Business (COB) on the purge date.

Messages can be purged using the "Employee Message Inquiry" screen.

Purging an employee's message

1) From any LMS screen:

   ♦ Key employee's Social Security Number in the SSN field at the bottom of the screen.
   ♦ Press the **ENTER** key. The Employee Message Inquiry screen will display.

   _____

Employee Message Inquiry Screen

To delete a message from the screen:

   ♦ Place an **X** in the field next to the purge date.
   ♦ Press the **PF2** key. The screen will display a verification of action message.
   ♦ Press the **ENTER** key. Message is deleted and a confirmation message will display.